

# BUILDING & CONTENTS INTERIM REPORT STATE RISK MANAGEMENT OFFICE

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## INSTRUCTIONS:

THIS FORM IS FOR INTERIM REPORTING OF NEWLY ACQUIRED BUILDINGS, TO COMPLY WITH AN INSURANCE UNDERWRITING 30-DAY NOTICE REQUIREMENT. RISK MANAGEMENT FORWARDS THE FORM TO THE PROPERTY BROKER FOR THAT PURPOSE, BUT DOES NOT UPDATE THE BUILDING & CONTENTS DATABASE. A COPY OF THIS FORM SHOULD BE MAINTAINED BY THE AGENCY FOR ITS USE IN UPDATING ALL AGENCY DATA DURING DECEMBER OF EACH YEAR.

USE ONE FORM for EACH NEW BUILDING

**BUILDING VALUE:** Report replacement cost on new buildings (excluding land). All other building values are updated on a global basis by the Risk Management Office.

**CONTENTS VALUE:** Report replacement cost of all state-owned property in the building **OR** advise the method/formula used to generate a value for this or a group of buildings. It is not necessary to provide detailed content inventories, just provide reasonable summary estimates.

Department: \_\_\_\_\_ Division: \_\_\_\_\_ Inspection Date: \_\_\_\_\_  
Risk Building #: (to be assigned during year-end agency update) Inspector: \_\_\_\_\_  
Agency Bldg #: \_\_\_\_\_ Building Address: \_\_\_\_\_  
Agency Bldg Name: \_\_\_\_\_ Occupancy: \_\_\_\_\_ (office, garage, etc.)

**Building Value:** \$ \_\_\_\_\_ State Owned? \_\_\_\_ (yes or no).

**Contents Value:** \$ \_\_\_\_\_ Year Built: \_\_\_\_\_ Fire Class: \_\_\_\_\_ (check local)

Hazards: \_\_\_\_\_ (chemicals, etc) Air Cond? \_\_\_\_\_ (yes or no)

Stories #: \_\_\_\_\_ (do not count basement) Basement?: \_\_\_\_\_ (yes or no)

Gross Area: \_\_\_\_\_ **Calculate** (# stories) x (main floor area square feet) outside dimensions

Condition: \_\_\_\_\_ **E=Excellent G=Good A=Average P=Poor**

Heating: \_\_\_\_\_ **F=Forced Air H=Hot Water S=Steam O=Other**

**ALARMS** Smoke?: \_\_\_\_ (yes or no) Burglar?: \_\_\_\_ (yes or no) Sprinkler?: \_\_\_\_ (yes or no) \_\_\_\_ %

**ROOF** Type: \_\_\_\_ **C=Comp W=Wood T=Tile R=Rolled B=Builtup G=Gravel M=Metal O=Other**

Deck: \_\_\_\_ **W=Wood S=Steel O=Other** Year new \_\_\_\_

**CONSTRUCTION CLASS** \_\_\_\_\_ (choose A,B,C, or D from chart below)

CLASS	FRAME	FLOOR	ROOF	WALLS
<b>A</b>	Structural steel columns and beams, fireproofed walls; masonry, concrete, plaster, or other combustible material.	Concrete, or concrete on steel deck; fireproofed.	Formed concrete, precast slabs, concrete or gypsum on steel deck; fireproofed	Non-bearing curtain walls, masonry, concrete, metal and glass panels, stone.
<b>B</b>	Reinforced concrete columns and beams; Fire-resistant.	Concrete or concrete on steel deck; fireproofed.	Formed concrete, precast slabs, concrete or gypsum on steel deck; fireproofed	Non-bearing curtain walls, masonry, concrete, metal and glass panels, stone.
<b>C</b>	Masonry or concrete load bearing walls w/wo pilasters. Steel, wood or concrete	Wood or concrete plank on steel floor joists, or concrete slab on grade.	Wood or steel joists with wood or steel deck. Concrete plank.	Brick, concrete block or tile masonry, tilt-up, formed concrete, curtain walls.
<b>D</b>	Wood or steel studs in bearing wall; wood or steel frame. Primarily combustible.	Wood or steel floor joists, or concrete slab on grade.	Wood or steel joists with wood or steel deck	Almost any material except masonry or concrete bearing or curtain walls; combustible
<b>S</b>	Metal beams, columns, girders, purlins, girts w/o fireproofing; incombustible	Wood or steel deck on steel floor joists, or concrete slab on grade	Steel or wood deck on steel joists.	Metal skin or sandwich panels. Generally incombustible.